

FIO-13 My Employee Quota Overview

[View My Employee Quota Overview](#)

Purpose

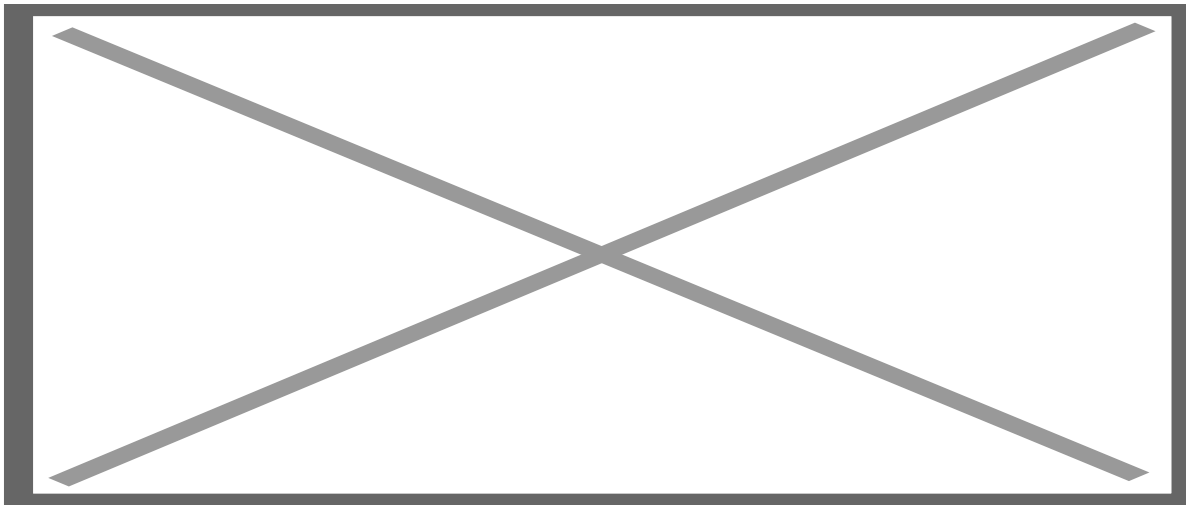
The purpose of this BPP is to explain how to access the My Employee Quota Overview Report in the Integrated HR-Payroll System via the Fiori Interface. The My Employee Quota Overview report is a manager report that provides quota available/used/entitlements hours for direct report employees. This report is available for ALL managers and Interface managers and is designed for browser use as well as mobile use.

How to Access My Employee Quota Overview

There are 7 steps to complete this process.

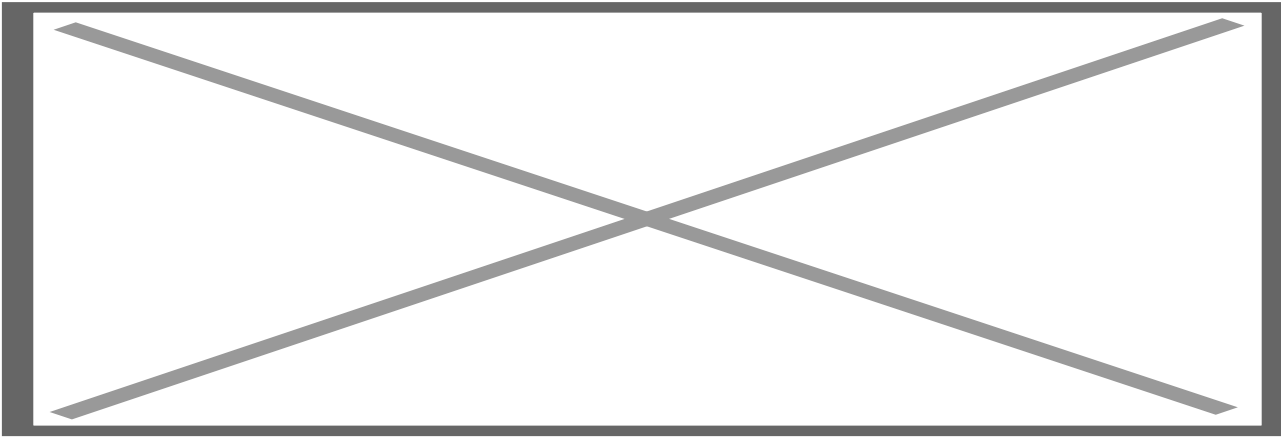
Step 1. To access the **My Employee Quota Overview** report, click on the **Manager's tab** and then click on the **Manager Reports** tile.

Image



Step 2. On the **Time & Leave** card, select the **My Employees Quota Overview** link to generate the report.

Image



Step 3. There are two data fields within the header of the report:

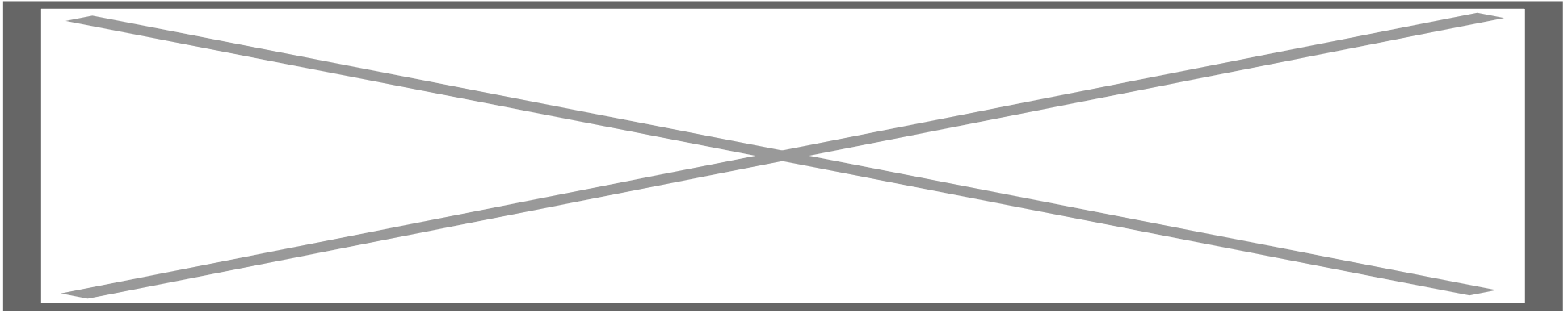
- **Employee Name** = filter data field requires **Go** to apply the filter criteria after selection.
- **Search** = Allows free form entry of any variation for the Quota type **Vacation Type** (i.e., Vacation Leave or Vac) with the search icon selection.

Image



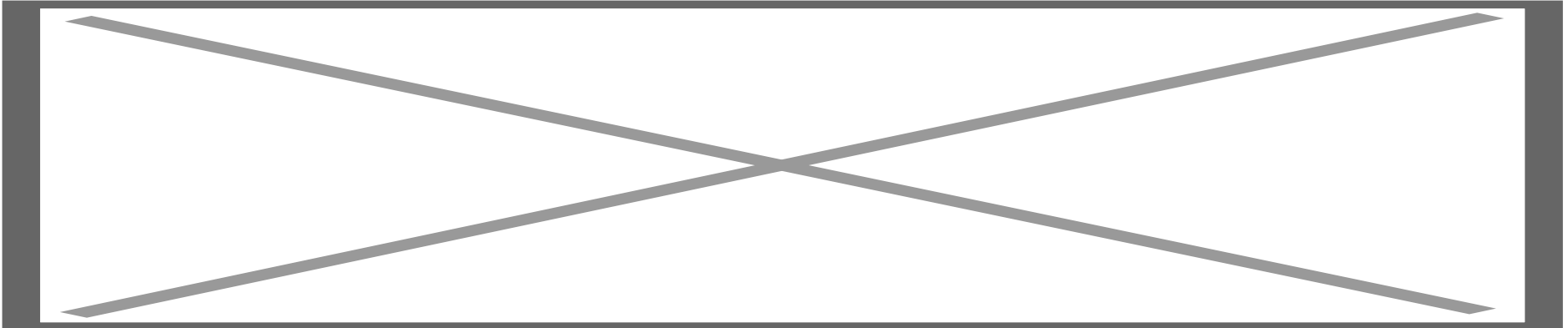
Step 4. The **Employee Name** field delivers a list of all direct reports by default. The employee's name field allows for specific employee filter selection.

Image

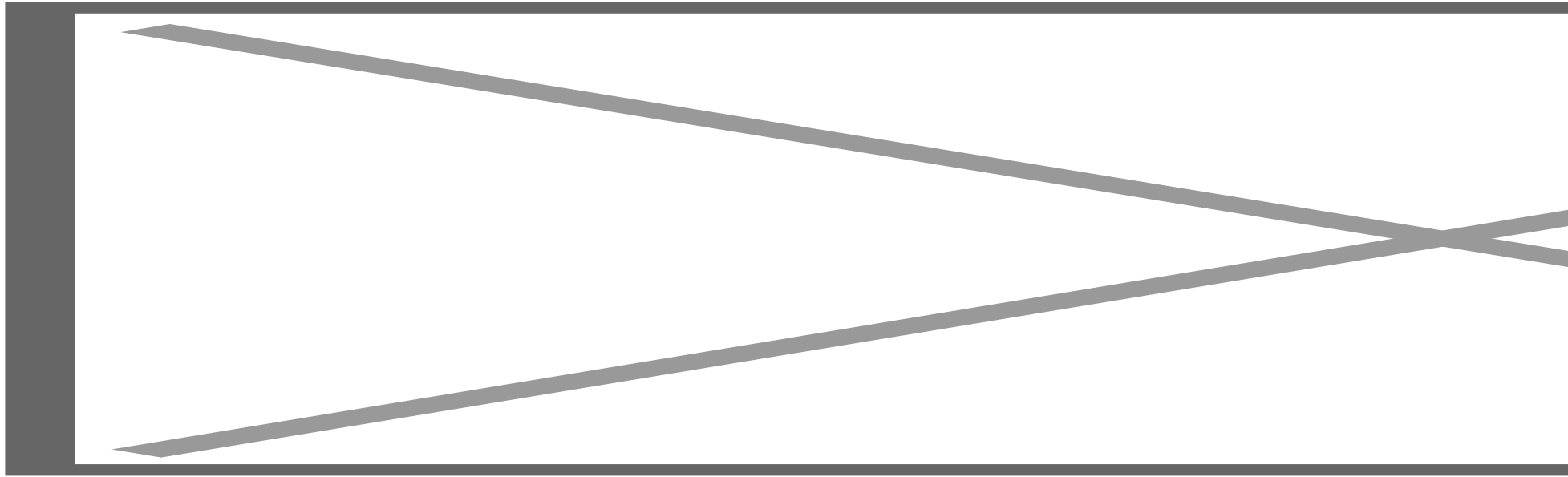


Step 5. **Search** - used to specify a specific quota type. When the Filter is defined and the search field is defined with a specific quota, and the Employee name filter is reset, the search field will be reset as well and the default to deliver all quotas is then delivered.

Image



Image



Step 6. The **My Employee Quota Overview Report** delivers a manager's direct reports Quota available/used/entitlement hours as of today.

- All available hours are shown in **GREEN**.
- All zero hours are shown in **BLACK**.
- All negative hours are shown in **RED**.

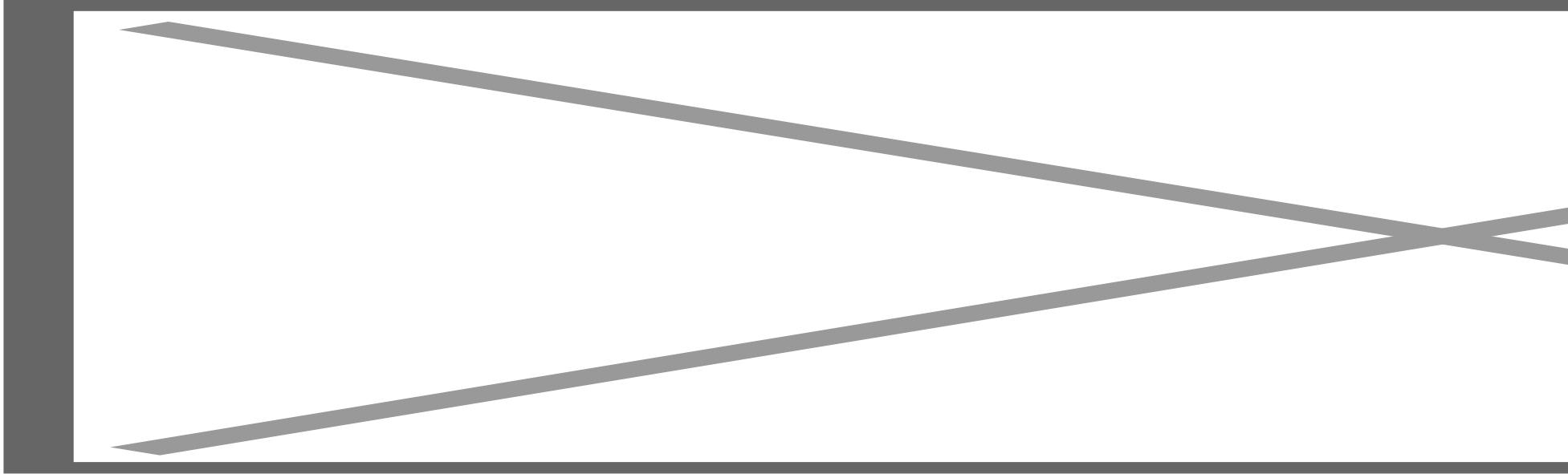
Note: Expired quota will not be shown

Image



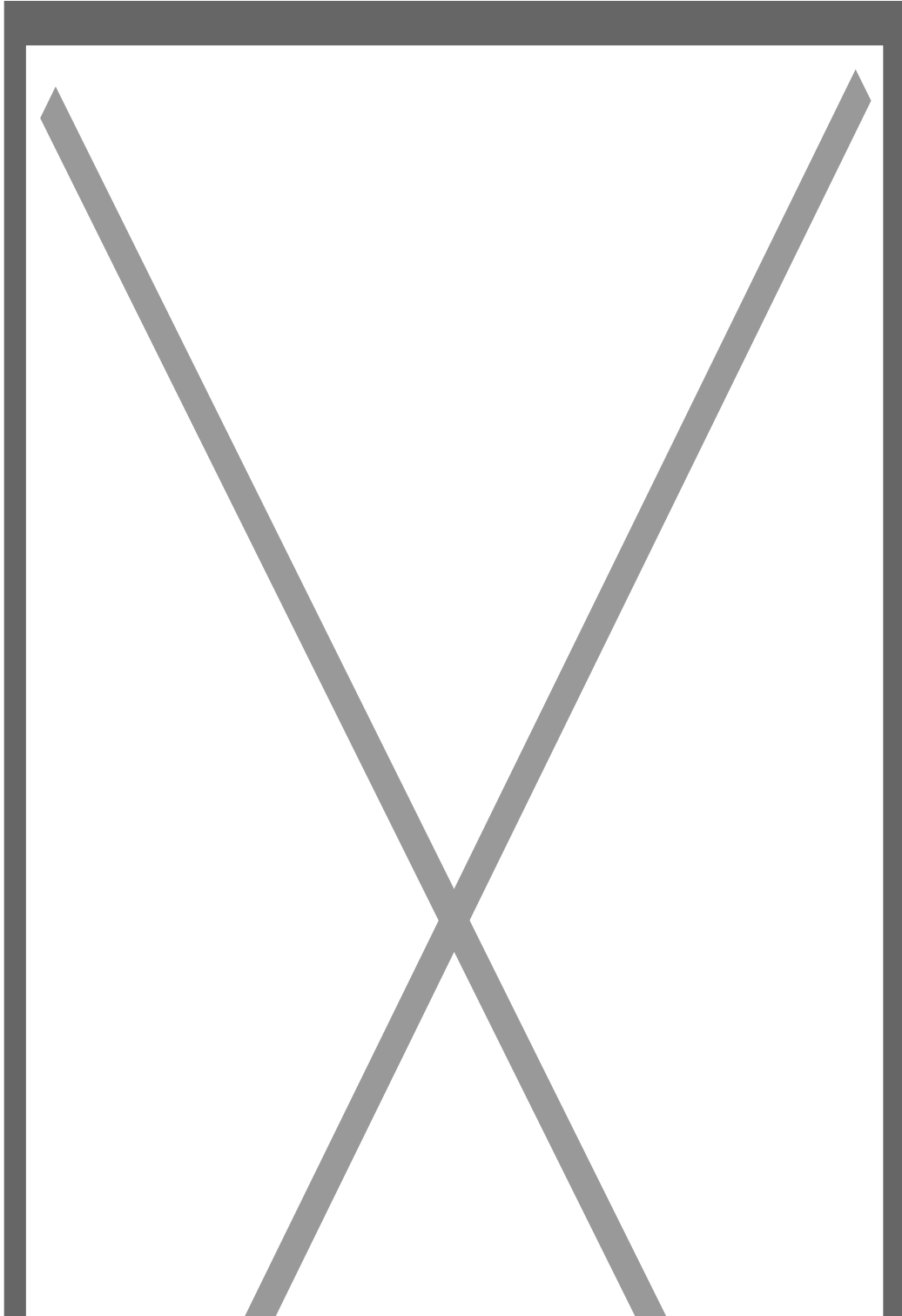
Step 7. **Export to excel** delivers the formatted data to a spreadsheet.

Image



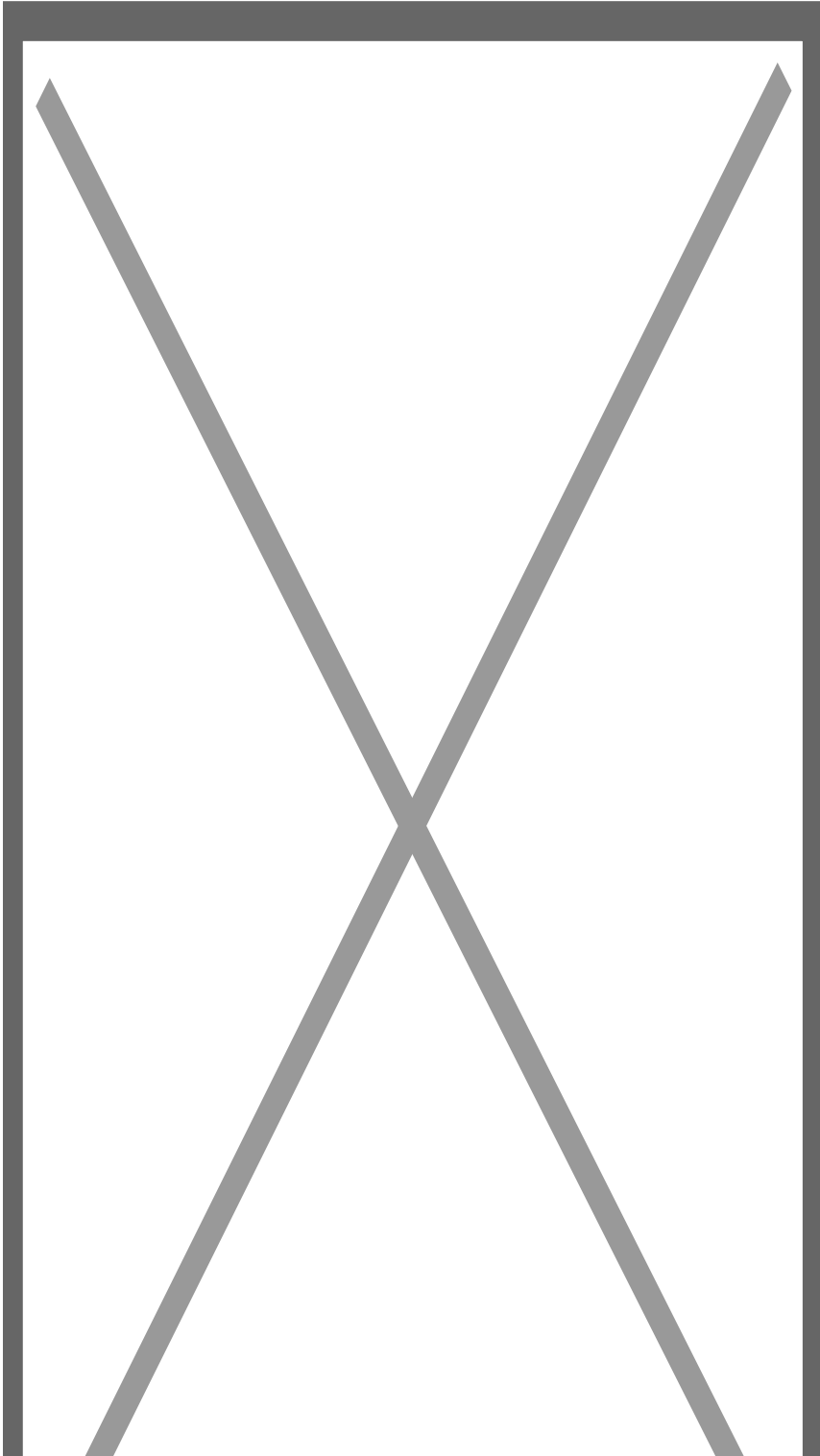
On Mobile: The **My Employee Quota Overview** report is also accessible using a **Mobile Device**. It can be accessed through the **Manager Reports** application on the Manager tab.

Image



Select the **My Employees Quota Overview** link to generate the report.

Image



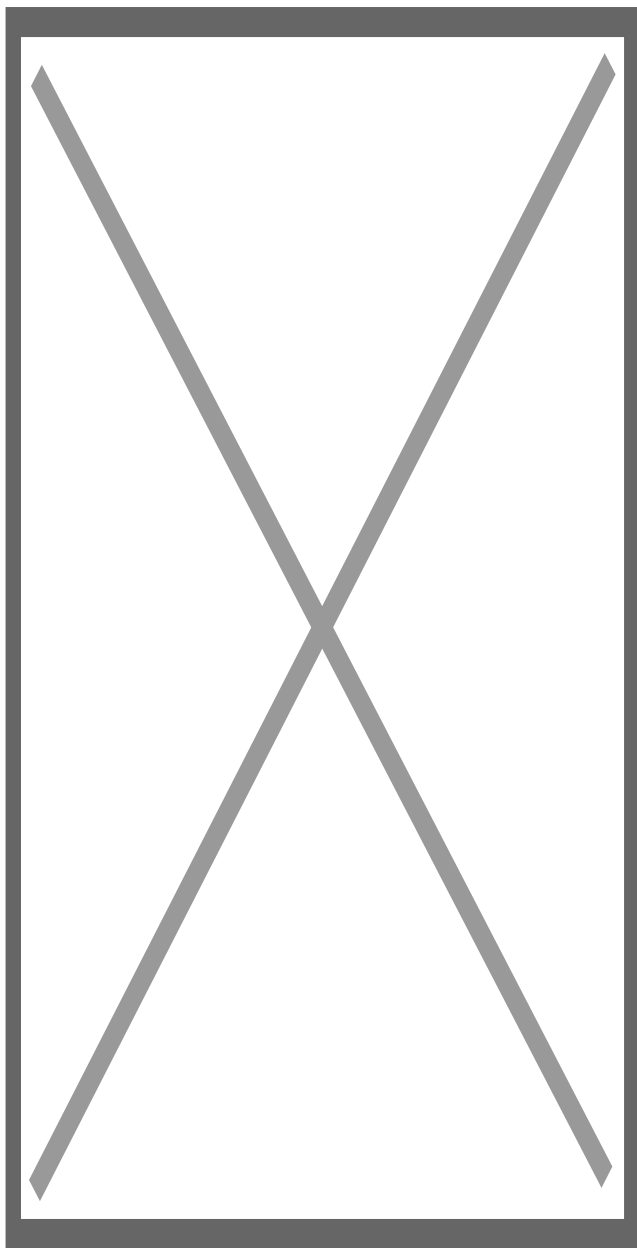
Note: Upon executing the report, the data delivered includes the Employee name, Quota and Available hours across the top and additional detail along the side for all Quota Types. By default, all direct reports are delivered and their respective quota information.

- All available hours are shown in **GREEN**.
- All zero hours are shown in **BLACK**.
- All negative hours are shown in **RED**.

Note: Expired quota will not be shown.

The **Employee Name** field allows for a selection of a single employees or a selection of multiple employees to override the report delivery of all direct reports. You can use the Search field to search for any specific Quota criteria in the report. You can use a root word (vacation) or any shortened version of the leave type (vac) to search. To apply the search field criteria, once the criteria is predefined within the search field, the user should select **Enter**, then **GO** for report execution and delivery of the report.

Image



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